

## **ADDENDUM # 1**

**Request for Applications (RFA)  
to Provide Homeless Prevention and Rapid Re-Housing Program Services  
under the American Recovery and Reinvestment Act of 2009**

**County of Suffolk  
Department of Social Services/Housing and Adult Services Administration**

**Applications must be submitted no later than 4:00 p.m. on July 15, 2009**

**Number of Copies of Application to be submitted: One Original plus nine (9) copies**

**Applications must be Returned to:**

**Suffolk County Department of Social Services  
HPRP Review Committee  
3085 Veterans Memorial Highway  
Ronkonkoma, New York 11779**

**For additional information, call:  
Name: Saba Mchunguzi  
Title: Community Service Coordinator  
Tel: (631) 854-9542  
Fax: (631) 854-9500**

**All packages containing Applications must clearly state the RFA No. (Located on upper right-hand corner of this page) on each outer mailing envelope or packing box. The original Application and also each required copy must be clearly marked with the RFA No. on the outer binder or cover page. The original Application must be labeled "ORIGINAL" and must contain the original, ink-signed, County-required forms and original transmittal letter in addition to your Application.**

**All extra sets must be photocopies of the ENTIRE original Application submitted, including the transmittal letter and all required County forms. Do NOT return this RFA document, the sample model Agreement or the Forms Appendices/packet; keep them for your reference.**

**LATE APPLICATIONS will be REJECTED.**

**A. Due Date for Applications**

Applications must be submitted as stated on page one of this Addendum, by the date set forth on page one of this Addendum to:

**Suffolk County Department of Social Services  
HPRP Review Committee  
3085 Veterans Memorial Highway  
Ronkonkoma, New York 11779**

Due to the time constraints affecting this program, no extensions or exceptions will be permitted.

**B. Alternative Proposals**

The Consultant may submit an alternative proposal, if there is more than one viable approach to the project.

**C. Questions and Answers**

Vendor questions posed on or by the date(s) stated in the original RFA document are answered here.

**Question 1: Are government agencies or consortia of same eligible for this money?**

**Answer:** Yes, but they have to serve the entire area where their funding is going to be given. If it's a town on the East End or a group of towns on the East End, they need to serve the entire East End, starting from Riverhead and including both the North and South Forks.

**Question 2: With the allocation of case management, are you able to allocate .25 staff or do you want 100% to one individual?**

**Answer:** It should be one full time equivalent case manager.

**Question 3: What are related costs for case management and does it include supervisory time?**

**Answer:** It does not include supervisory time, but it does include fringe benefits, mileage, telephone, supplies, as well as other costs. Please refer to the Guidance from HUD for more specifics.

**Question 4: Will the total dollar amount be divided equally among the 3 areas?**

**Answer:** The funds will not be divided equally among the three geographical areas. We used a formula to determine how much of the Suffolk County portion of the grant will be allocated to Central Suffolk and the five (5) Eastern towns, based on

population. As a result, we have allocated 65% of the Suffolk County portion to Central Suffolk (Brookhaven and Smithtown) and 35% to the five (5) East End towns. The full amount of the grants allocated to Islip and Babylon will be utilized in those two towns.

It should also be noted that the funds will be paid from the funds allocated to the area where the individual or family will be permanently housed. Once the funds have been exhausted in a particular geographic area, the program will effectively end in that area.

**Question 5: Do you intend to fund more than one agency in each area?**

**Answer:** No; the intention is to fund one agency in the Islip/Babylon area, one agency in the Brookhaven/Smithtown area and one agency on the East End to cover the five (5) Eastern towns. It is possible however, for one agency to apply for, and be granted, the contract for two of these areas.

**Question 6: Should the proposal cover both rapid re-housing and homelessness prevention?**

**Answer:** Yes; the goal is to provide services in both categories in each of the three (3) geographic areas. The formula used allocates approximately two-thirds of the funds to homelessness prevention and approximately one-third to rapid re-housing.

**Question 7: Can agencies come together and form consortiums?**

**Answer:** Yes; one agency may not be able to provide all of the allowable services and may want to subcontract out to other agencies for some services, perhaps on a fee for services basis.

**Question 8: Will the agencies selected work with the Homelessness Prevention Unit of DSS?**

**Answer:** The agencies will work with a number of units within the Department of Social Services. Our intention is to train the agency case managers on the same basic eligibility tools that our examiners use. This way, they will be able to identify those who are eligible for social service benefits and make the appropriate referrals, which will leave that much more funds for HPRP. It is also important for the agencies to have linkages with and make referrals to other mainstream benefit programs in the community.

**Question 9: How will funds be disbursed?**

**Answer:** The program is scheduled to begin October 1<sup>st</sup> and the contracting agencies will be given an advance in the amount of one-sixth of the first year's contract amount.

**Question 10:** If an agency does or does not spend their allocation in a timely fashion, can money be shifted to or from another area?

**Answer:** Our primary restriction is that Islip and Babylon have pooled their funds with the Suffolk County Consortium allocation, so the money that is allocated to the Islip/Babylon area will go exclusively to the Islip/Babylon area. It will be at our discretion to decide if any of the funds from the Central and East End will be reallocated. Our intention, however, is that the funds will go to the areas for which they were targeted.

**Question 11:** Can an agency also apply for additional HPRP funds from OTDA?

**Answer:** Yes; however, OTDA applications are prioritized and since three communities in Suffolk County have been awarded allocations, an additional application would likely be considered a lower priority. We, at the County level, cannot say whether an agency will or will not receive funding from OTDA. Suffolk County is willing to send a letter accompanying the application to OTDA, indicating that Suffolk County has reviewed the application and does not see a problem with it.

If an agency were to be awarded a grant from Suffolk County and from OTDA, the agency would have to ensure that there was no co-mingling of funds. Funds from the Suffolk County grant would have to be kept separate from funds from OTDA, and the reporting would also have to be kept separate.

**Question 12:** Did Suffolk County receive its grant from the NYS Office of Temporary & Disability Assistance?

**Answer:** No; the funds that have been awarded to Suffolk County are direct allocations from the federal government. The grants from New York State OTDA are totally separate.

**Question 13:** What is the time frame for notifying the agencies with regard to awarding the contracts?

**Answer:** Applications must be submitted by 4:00 p.m. on July 15, 2009, and the decisions will be announced by August 14, 2009.

**End of Text for Addendum No. 1**